

How to Submit Personnel Status Changes- Effective 8-2-2022

1. Log into Acadis Portal – Click on the **Personnel Tab** – Click on the **See a List of Personnel Tab**- Click on the **3 Dots** beside the name being updated name. **Click on the Update Employment Tab.**
2. **Update Action-** Please **ONLY** use the following **Update Actions**: Promotion, Demotion, Intradepartmental Transfers, On Leave, Return from Leave, Suspension, Return from Suspension and Separation (**Do NOT Use Re-Hire, Transfer, Correction - those are NOT used by POST**).

Reason and Details- **For Separation or Termination Use Only-** Enter a relevant **Reason** if you are completing a Separation or Termination (Deceased, Resigned, Retired, Terminated). **DO NOT** choose Separated.

Employment Status- Enter the **Employment Status** that is relevant to the Employment Action.

*Additional Notes: **ONLY** do “**Interdepartmental Transfers**” if the officer is moving from Patrol to Corrections or from Corrections back to Patrol OR if they are going from a full-time status to a part-time or reserve status. No need to show reassignments from one unit to another (i.e. Traffic to CID or Narcotics to Patrol, etc.)

*POST **does not** need to be notified if you have supervisor changes.

3. **Effective Date-** Enter the **Effective Date** pertaining to your action. This date can be the current date or a past date. You **cannot** use a future date.
4. **Title/Rank-** Enter the appropriate **Title/Rank**. If no change in title/rank is necessary, please use their current title/rank.
5. **Employment Type-** Please **ONLY** use the following **Employment Types**: Law Enforcement & Non- Law Enforcement. (Use Non-Law Enforcement for someone transferring to a civilian position or corrections).
6. **Appointment Type-** Select Full-Time or Part-Time for the **Appointment Type**.
7. **Supervisor-** Select the **Supervisor** from the dropdown list. If the name is not in the box, you can leave it blank.
8. **Comments-** Please enter relevant short **Comments**.

9. **Affidavit** - For "**Affidavit**", by typing your name and date, **you agree** that you are submitting this under **penalty of perjury**.

10. **Documents**- Attach any relevant **Documents**: resignation letter, promotion letter, termination letter, etc.

11. **Submit Request**

Things to Remember:

Interdepartmental Transfers- use only if an officer moves from an officer position to corrections, corrections to an officer position, or for status changes to full-time, part-time, or reserve

Do NOT use Re-Hire

Do NOT use Transfer

Do NOT use Correction

Do NOT enter Future Dates

Do NOT submit Supervisor Changes

Do Not submit Re-Assignments from Unit to Unit

Do Not submit GDI as a Promotion (GDI is not Promotion)

For your reference, we have included formula combinations.

Separation Formulas:

(Update Action- Employment Status- Separation Reason)

- Separation - Resigned in Good Standing - Resigned
- Separation - Resigned During Internal Investigation - Resigned
- Separation - Resigned with Disciplinary Action Pending - Resigned
- Separation - Resigned in Lieu of Termination – Resigned
- Separation - Retired- Retired
- Separation -Terminated - Terminated
- Separation - Deceased - Deceased
- Separation - Deceased in the Line of Duty – Deceased

Leave Formulas:

(Update Action- Employment Status)

- On Leave - Administrative Leave
- On Leave - Medical Leave
- On Leave - Medical Leave (on duty injury)
- On Leave - Military Leave

Return from Leave Formula:

(Update Action- Employment Status)

- Return from Leave – Active

Suspension Formula:

(Update Action - Employment Status)

- Suspension – Suspended

Return from Leave Formula:

(Update Action - Employment Status)

- Return from Suspension - Active